

# Welcome to Our Office

## **Your First Chiropractic Visit**

**Health History/Consultation:** This informs the doctor and his team of your current level of health, complaints, and history of injuries or illnesses.

**Clinical Examination:** Your examination may include a thorough evaluation of posture, range of motion, muscle strength, reflexes, palpation, orthopedic and other tests. These tests will help determine whether subluxations (misalignments) of the spine or other joints affect your health.

**X-Rays & Analysis:** Your chiropractic examination may require comprehensive x-rays. The X-rays reveal the degree of spinal misalignment, the phase of spinal degeneration, significant pathologies, and other potential considerations of care. In our clinic, careful analysis leads to precision measurements. This thorough analysis, along with your clinical exam findings, enables us to provide you with our best recommendations.

## **Your Second Chiropractic Visit**

**Explanation/Report of Findings:** We encourage you to bring a spouse or family member for this visit because two sets of eyes and ears are better than one. This could be the most important visit because you will be given a thorough report of findings after the doctor has studied your health history, clinical examination, and x-rays. You will be educated about your spine and nervous system. After the exam findings are explained, your x-rays are reviewed and compared to normal findings, which helps to provide you with a clear understanding of any problems present.

If the doctor finds that chiropractic can help you, he will accept your case. He will then offer his services.

**First Adjustment:** After you have received your reports and the doctor has answered your questions, your first chiropractic adjustment will be given (if appropriate). Because we are certified in a variety of adjusting techniques, we can choose the most effective approach to enhance your comfort and your results.

**(Please Note:** This visit is scheduled at a very special time of day, and a full 30-45 minutes have been reserved for thoroughness. We ask that you please respect this time.)

## **Your Follow-up Chiropractic Visit**

**Your Third Visit:** Once the doctor has checked on how you responded to your first chiropractic adjustment, you will receive your recommendations for any corrective care. The recommendations will vary according to the severity of subluxation, phase of degeneration, age, and current condition. In addition, any other diagnostic testing needed may be ordered at this time.

Our recommendations are always based on helping you regain as healthy of a spine and nervous system as possible as well as teaching you how to maintain it throughout your life.

# APPLICATION FOR CARE AT OPTIMAL HEALTH CHIROPRACTIC

Today's Date: \_\_\_\_\_ Whom may we thank for referring you to this office? \_\_\_\_\_

**PATIENT DEMOGRAPHICS (Please fill this form out completely. The doctor uses all this information to diagnose you.)**

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Age: \_\_\_\_\_ ☐ Male ☐ Female

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Is your problem the result of ANY type of accident? ☐ Yes ☐ No Marital Status: ☐ Single ☐ Married ☐ Widow

Health Insurance: ☐ Yes ☐ No Insurance Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Spouse's Name \_\_\_\_\_ Spouse's Birthdate \_\_\_\_\_ (used for insurance purpose)

Name of children and Ages: \_\_\_\_\_

"Must give an emergency person."

Name & Number of Emergency Contact: \_\_\_\_\_ Phone \_\_\_\_\_ Relationship: \_\_\_\_\_

Email Address \_\_\_\_\_

**Please identify any pain you are having. (Example: Neck pain, back pain or headaches, etc.):** Primary: \_\_\_\_\_

Secondary: \_\_\_\_\_ Third: \_\_\_\_\_ Fourth: \_\_\_\_\_

On a scale of **1** to **10**, with **10** being the worst pain and **zero** being no pain, rate your above complaints by **circling the number**:

**Primary** or chief complaint is : 0 1 2 3 4 5 6 7 8 9 10

**Second** complaint is : 0 1 2 3 4 5 6 7 8 9 10

**Third** complaint: : 0 1 2 3 4 5 6 7 8 9 10

**Fourth** complaint: : 0 1 2 3 4 5 6 7 8 9 10

When did the problem(s) begin? \_\_\_\_\_ When is the problem at its worst? ☐ AM ☐ PM ☐ mid-day ☐ late PM

How long does it last? ☐ It is constant **OR** ☐ I experience it on and off during the day **OR** ☐ It comes and goes throughout the week.

**How did the injury happen?** \_\_\_\_\_

Condition(s) ever been treated by anyone in the past? ☐ No ☐ Yes **If yes**, when: \_\_\_\_\_ by whom? \_\_\_\_\_

Type of treatment provided \_\_\_\_\_ How long were you under care: \_\_\_\_\_ What were the results? ☐ Favorable ☐ Unfavorable

Name of Previous Chiropractor: \_\_\_\_\_ ☐ N/A Last chiropractic adjustment (date) \_\_\_\_\_

Techniques-☐ Manual ☐ Activator. Were there any issues with cervical adjustments? ☐ No ☐ Yes. **If yes**, ☐ Nausea ☐ Lightheaded ☐ Fainting

**\*PLEASE MARK** the areas on the Diagram with the following letters to describe **all of your complaints**:

**R = Radiating**

**B = Burning**

**D = Dull**

**A = Aching**

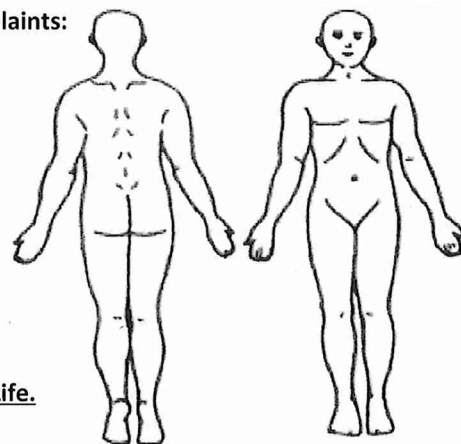
**N = Numbness**

**S = Sharp/ Stabbing**

**T = Tingling**

What relieves your symptoms? \_\_\_\_\_

What makes them feel worse? \_\_\_\_\_



To fill out the information below, you may want to refer to your answers from the **Activities of Life**.

The form included in this packet shows restricted daily activities.

Activities that are painful: (For example, Walking, Sitting)	How long could you do an activity? Before the problem occurred (Example 1 hr.)	How long can you do an activity After the problem occurred (Example 10 min)

Identify any other injury(s) to your spine, minor or significant, that the doctor should know about:

### PAST HISTORY

Have you suffered from this issue or any similar problem in the past? ☐ No ☐ Yes If yes, how many times? \_\_\_\_\_

When was the last episode? \_\_\_\_\_ How did the injury happen? \_\_\_\_\_

Other forms of treatment tried: ☐ No ☐ Yes If yes, please state what type of treatment: \_\_\_\_\_ and who provided it: \_\_\_\_\_ How long ago? \_\_\_\_\_ What were the results. ☐ Favorable ☐ Unfavorable→

Please explain. \_\_\_\_\_

Please identify any and all types of jobs you have had in the past that have imposed any physical stress on you or your body: \_\_\_\_\_

If you have ever been diagnosed with any of the following conditions, please indicate with a (P) for in the Past,

(C) for **Currently** have and (N) for **Never** have had (**There must be an answer next to each one of these conditions**):

\_\_\_ Broken Bone \_\_\_ Dislocations \_\_\_ Tumors \_\_\_ Rheumatoid Arthritis \_\_\_ Fracture \_\_\_ Disability

\_\_\_ Cancer \_\_\_ Heart Attack \_\_\_ Osteo Arthritis \_\_\_ Diabetes \_\_\_ Stroke \_\_\_ Bladder/Bowel Incontinence

\* Other conditions: \_\_\_\_\_

PLEASE identify ALL PAST and any CURRENT conditions.

	HOW LONG AGO	TYPE OF CARE RECEIVED	BY WHOM
INJURIES	→		
SURGERIES	→		
CHILDHOOD DISEASES	→		
ADULT DISEASES	→		

List any Medications you are currently taking (Prescription and over the counter); \_\_\_\_\_

### SOCIAL HISTORY

1. Smoking: ☐ cigars ☐ pipe ☐ cigarettes → How often? ☐ Daily ☐ Weekends ☐ Occasionally ☐ Never

2. Alcoholic Beverage: consumption occurs → ☐ Daily ☐ Weekends ☐ Occasionally ☐ Never

3. Recreational Drug use: ☐ Daily ☐ Weekends ☐ Occasionally ☐ Never

4. Hobbies -Recreational Activities- Exercise Regime: How does your present problem affect the following: \_\_\_\_\_

### FAMILY HISTORY:

1. Does anyone in your family suffer from the same condition(s)? ☐ No ☐ Yes

If yes, whom: ☐ grandmother ☐ grandfather ☐ mother ☐ father ☐ sister's ☐ brother's ☐ son(s) ☐ daughter(s)

Have they ever been treated for their condition? ☐ No ☐ Yes ☐ I don't know.

2. Any other hereditary conditions the doctor should be aware of. ☐ No ☐ Yes: \_\_\_\_\_

### Pregnancy Release (Female patients):

This is to certify that to the best of my knowledge I am not pregnant, and the above doctor and his/her associates have my permission to perform an x-ray evaluation. I have been advised that x-ray can be hazardous to an unborn child.

Date of last menstrual cycle \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

I hereby authorize payment to be made directly to OPTIMAL HEALTH CHIROPRACTIC for all benefits that may be payable under a healthcare plan or from any other collateral sources. I authorize utilization of this application or copies, faxes thereof for the purpose of processing claims and effecting payments and further acknowledge that this assignment of benefits does not in any way relieve me of payment liability and that I will remain financially responsible to OPTIMAL HEALTH CHIROPRACTIC for any and all services I receive at this office. The fee paid for X-rays is for the doctor's analysis only. The film itself is the property of this office. Once films are used for treatment purposes, they cannot be released. (There may be a fee for copies.)

\_\_\_\_\_  
Patient or Authorized Person's Signature

\_\_\_\_\_  
Date Completed

# Optimal Health Chiropractic

Patient's Name: \_\_\_\_\_

## ACTIVITIES OF LIFE

Please identify how your current condition is affecting your ability to carry out activities that are routinely part of your life:

ACTIVITIES:	EFFECT:			
Carrying Groceries	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Sit to Stand	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Climbing Stairs	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Pet Care	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Driving	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Extended Computer Use	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Household Chores	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Lifting Children	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Reading/Concentration	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Bathing	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Dressing	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Shaving	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Sexual Activities	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Sleep	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Constant Sitting	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Constant Standing	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Yard work	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Walking	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Washing/Bathing	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Sweeping/Vacuuming	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Dishes	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Laundry	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Garbage	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Climbing Steps	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Lifting Groceries	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Concentration (Reading)	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform
Other: _____	<input type="checkbox"/> No Effect	<input type="checkbox"/> Painful (can do)	<input type="checkbox"/> Painful (limits)	<input type="checkbox"/> Unable to Perform

Patient signature: \_\_\_\_\_ Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# Optimal Health Chiropractic NOTICE OF PRIVACY PRACTICE

This office is required to notify you in writing that, by law, we must maintain the privacy and confidentiality of your **Personal Health Information**. In addition, we must provide you with written notice concerning your rights to gain access to your health information and the potential circumstances under which, by law or as **dictated by our office policy**, we are permitted to disclose information about you to a third party without your authorization. Below is a summary of these circumstances. If you would like a more detailed explanation, one will be provided to you and can be found on our website ([www.optimalhealthchiropracticsc.com](http://www.optimalhealthchiropracticsc.com)). In addition, you will find we have placed a copy in a report folder labeled '**HIPAA**' in the reception area. Once you have read this notice, please sign the **ACKNOWLEDGMENT OF RECEIPT OF HIPAA PRIVACY NOTICE** and return it with paperwork to our front desk receptionist. Keep these 2 pages for your records.

## PERMITTED DISCLOSURES:

1. Treatment purposes- discussion with other health care providers involved in your care.
2. Inadvertent disclosures—An open treatment area means open discussion. If you need to speak privately to the doctor, please let our staff know so we can place you in a private consultation room.
3. For payment purposes - to obtain payment from your insurance company or any other collateral source.
4. For workers' compensation purposes- to process a claim or aid in an investigation.
5. Emergency- in the event of a medical emergency, we may notify a family member.
6. For Public health and safety, in order to prevent or lessen a serious or imminent threat to the health or safety of a person or the general public.
7. To Government agencies or Law enforcement – to identify or locate a suspect, fugitive, material witness or missing person.
8. For military, national security, prisoner, and government benefit purposes.
9. Deceased persons –discussion with coroners and medical examiners in the event of a patient's death.
10. Telephone calls, text, emails, and appointment reminders—We may contact you and leave messages regarding a missed appointment or inform you of changes in practice hours or upcoming events.
11. Change of ownership—In the event this practice is sold, the new owners would have access to your PHI.

## YOUR RIGHTS:

1. To receive an accounting of disclosures
2. To receive a paper copy of the comprehensive "Detail" Privacy Notice
3. To request mailings to an address different than the residence
4. To request Restrictions on certain uses and disclosures and with whom we release information to, although we are not required to comply. If, however, we agree, the restriction will be in place until written notice of your intent to remove the restriction.
5. To request amendments to information. However, like restrictions, we are not required to agree to them.
6. To inspect your records and receive one copy of your records at no charge, with notice in advance (72 hours)
7. **X-rays** are original records, and you are therefore not entitled to them. Our office can make copies of your X-rays with a required notice of 72 hours. There may be an additional fee that you would be responsible for.

## Uses and Disclosures of Protected Health Information That May Be Made Only With Your Written Authorization

Other uses and disclosures of your protected health information will be made only with your written authorization, unless otherwise permitted or required by law as described below.

- *Disclosures of psychotherapy notes*
- *Uses and disclosures of Protected Health Information for marketing purposes;*
- *Disclosures that constitute a sale of Protected Health Information;*
- *Other uses and disclosures not described in the Notice of Privacy Practices will be made only with authorization from the individual;*
- *Information relative to drug history, drug addiction, or notes on mental health care.*

You may revoke any of these authorizations at any time, in writing, except to the extent that your doctor or the practice has taken an action in reliance on the use or disclosure indicated in the authorization.

- **You have the right to be notified by our office of any breach of privacy of your Protected Health Information.**

**Certain treatments may be performed in a common therapy area and/ or you may find yourself within public areas within the clinic times, but please note private rooms are always available, upon request, for discussing your private health information**

**Appointment Reminders:** This office uses texting, email, and phone to send appointment reminders to patients in advance of their appointments. We use the information you supply to us to contact you. The contact information will be limited and contain no highly sensitive information. There may be a risk that someone other than the patient may hear or receive the message. If, at any time, you wish to opt out, please contact our office in writing.

**Recognition-** We like to recognize our patients' accomplishments in our office (internal only), such as Patient of the Week or Month. This is internal in our office only. We also recognize your birthday with a birthday text. Happy Birthday greetings during your office visit. We also send thank-you letters to our patients. If a patient chooses to provide us with their testimonial, we will add it to "Our Patients" book. If you decide not to be recognized, you can opt out by writing.

#### **COMPLAINTS:**

If you wish to make a formal complaint about how we handle your health information, please call Renae McKelvey at (843) 524-4325. If she is unavailable, you may make an appointment with our receptionist to see her within 72 hours or 3 working days. If you are still not satisfied with how this office handles your complaint, you can submit a formal complaint to: DHHS, Office for Civil Rights. 200 Independence Ave. SW, Room 509F HHH Bldg., Washington, DC 20201



## ACKNOWLEDGMENT OF RECEIPT OF HIPAA PRIVACY NOTICE

I have received a copy of **Optimal Health Chiropractic's** Patient Privacy Notice. I understand my rights as well as the practice's duty to protect my health information and have conveyed my understanding of these rights and duties to the doctor. I further understand that this office reserves the right to amend this 'Notice of Privacy Practice' at any time in the future and will make the new provisions effective for all information that has been maintained in the past and present.

I am aware that a more comprehensive version of this "Notice" is available to me and is kept in the reception area and on their website. At this time, I do not have any questions regarding my rights or any of the information I have received. By signing this page, I am acknowledging that I have read and kept the Privacy Practices Notice.

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Patient

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Signature

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Date

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### Office Use Only

We attempted to obtain a written Acknowledgment of receipt of our Notice of Privacy Practices, but an acknowledgment could not be obtained because:

- ☐ The individual refused to sign
- ☐ Communications barriers prohibited obtaining the Acknowledgment
- ☐ An emergency situation prevented us from obtaining Acknowledgment
- ☐ Other (Please Specify) \_\_\_\_\_

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Staff signature

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Date

## Marketing Authorization

From time to time our practice displays the achievements of our patients and to do so we must obtain your authorization. We have many different ways of displaying these achievements and listed below are descriptions of items that we would like your permission to share.

Internal Office- Some specific achievements we want to display are: Patient of the week/month/year awards, Optimal Health board, Patient Testimonials that the patient gives us to enter into "Our Patients" book.

Text/Mailings/Emails- Appointment reminders, Newsletters, health updates, birthday cards, promotional events for our office (Health workshops).

You may restrict the individuals or organizations to which your healthcare information is released or revoke your authorization to us at any time; however, your revocation must be in writing and mailed to us at our office address. We will not be able to honor your revocation request if we have already released your information before we receive your request to revoke your authorization. If you were required to give your authorization as a condition of obtaining insurance, the insurance company may have a right to your health information if they decide to contest any of your claims.

Information that we use or disclose based on the authorization you are giving us may be subject to re-disclosure by the organization/s listed above and may no longer be protected by the federal privacy rules.

You have the right to refuse to give us this authorization. If you do not give us permission, it will not affect the treatment we provide to you or the methods we use to obtain reimbursement for your care.

You may inspect or copy any of the information that we use to contact you for marketing purposes at any time. (164.524).

I authorize you to use or disclose my health information in the manner described above.

This notice is effective as of the date written below. This authorization will expire seven years after the date on which you last received services from us.

\_\_\_\_\_  
Patient Name Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Authorized Provider Representative

\_\_\_\_\_  
Personal Representative Printed

\_\_\_\_\_  
Personal Representative Signature

\_\_\_\_\_  
Description of personal representative's authority to act for the patient.



**Optimal Health Chiropractic  
1264 Ribaut Road Ste 102  
Beaufort, SC 29902**

**Patient Authorization for Use and Disclosure of Protected Health Information**

By signing, I authorize Optimal Health Chiropractic to use and/or disclose certain protected health information (PHI) about me for treatment, payment (insurance) or healthcare operations (TPO) as listed in our extended Notice of Privacy Practices.

This authorization permits Optimal Health Chiropractic to use and/or disclose the following individually identifiable health information about me (specifically describe the information to be used or disclosed, such as date(s) of services, type of services, level of detail to be released, origin of information, etc.) for TPO as listed in our extended Notice of Privacy Practices.

The Practice will not receive payment or other remuneration from a third party in exchange for using or disclosing the PHI.

I do not have to sign this authorization in order to receive treatment from Optimal Health Chiropractic. In fact, I have the right to refuse to sign this authorization. When my information is used or disclosed pursuant to this authorization, it may be subject to re-disclosure by the recipient and may no longer be protected by the federal HIPAA Privacy Rule. I have the right to revoke this authorization in writing except to the extent that the practice has acted in reliance upon this authorization. My written revocation must be submitted to the privacy officer at: Optimal Health Chiropractic 1264 Ribaut Road Ste. 102 Beaufort, SC 29902

Signed by: \_\_\_\_\_  
Signature of Patient or Legal Guardian      Relationship to Patient

\_\_\_\_\_  
Print Patient's Name      Date

\_\_\_\_\_  
Print Name of Patient or Legal Guardian, if applicable

Patient/guardian must be provided with a signed copy of this authorization form.

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*Note: This document is a template only. It does not reflect the requirements of your state's laws. You should consult with advisors (e.g., your state or local medical or specialty society, or legal or other counsel) familiar with your state's privacy laws prior to using this document.*